



POSITION TITLE	Building Construction Supervisor
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2018 to 2021 Band 6
DIRECTORATE	Planning and Infrastructure
BUSINESS UNIT	Infrastructure and Projects
REPORTS TO	Team Leader Project Delivery
SUPERVISES	External Contractors
EMPLOYMENT STATUS	Full Time
DATE	September 2022
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

To assist in the effective and efficient operation of council’s Projects & Design Team, with the provision of building construction supervision for asset renewal and building construction projects including investigations, development, approval and supervision, project management and associated works to achieve the objectives of the Council’s Corporate Plan.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

The position is accountable to the Team Leader Projects and Design for:

- Compliance with the Local Government Act, 1989, and regulations, as amended, and other relevant legislation and Council policies, delegations and budgets.
- Delivering building construction and asset renewal activities as directed by the Team Leader and Manager

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- The position has the authority delegated by the Team Leader Project and Design to act within council policies, budgets, delegated authorities and relevant legislation, and the incumbent may produce correspondence relevant to the Section.
- The position will be required to provide technical advice to council staff and consultants.

Construction Management

- Assist with the project management of a range of building construction and renewal projects that are delivered by the unit.
- Conduct investigation and appropriate scoping for building construction and asset renewal projects
- Supervise all contractors on site.
- Assist project engineers in compiling scope of works and tender lists for relevant projects.
- Examine regularly the performance of contractors and suppliers (productivity, quality and timing).
- Hold coordination meetings with all contractors to ensure project timelines and OHS requirements are met.
- Report promptly to the project engineer any subcontractor or supplier whose performance is substandard when compared to the subcontract or the contract documentation.
- Ensure the contractors fulfil the works required by them under their scope of works included in their contracts. Notify the project engineer of any variances immediately.
- Undertake risk assessments for all proposed programs in consultation with the relevant Manager, and Risk Manager.
- Maintain records of all new and existing services and mark up drawings for future reference.
- Provide assistance as necessary within the specialist skills and knowledge base to ensure project delivery.

Project Security

- Ensure all property is securely stored at all times.
- Ensure the site is secured and all temporary fences are in place at the completion of work each day.

Procurement

- Ensure all procurement activities are in accordance with council's Procurement Policy.

Project Safety

- Ensure all aspects of the site and work to be completed is consistent with the Project Safety Plan.
- Ensure contractor compliance with relevant OH&S legislation and monitor contractor OH&S performance.
- Carry out site safety inductions for all employees and contractors.
- Ensure everyone entering the site has a current Construction Industry General Induction Card.
- Ensure that appropriate PPE is worn at all times by all contractors and visitors.
- Ensure the correct licences are held for each person on site who is operating equipment that needs a licence.
- Ensure workers are qualified to undertake the role assigned to them.
- Ensure equipment used on site is in a safe operating condition.
- Ensure the site is kept in a neat and tidy condition at all times.
- Ensure employee amenities are kept clean and hygienic at all times.

Contract Management

- Assist in the preparation and analysis of tenders and quotations as required.
- Review and determine contract progress claims and make recommendations for payment.
- Participate as required in all necessary project and stakeholder meetings, including project reporting to all stakeholders.

Financial

- Have knowledge and understanding of the budget components as it relates to the position and ability to monitor and work within budget limits.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Be organised and set and prioritise daily and weekly activities including for any staff the position supervises.
- Develop plans to meet position requirements including for staff the position supervises, and perform tasks according to established practices and procedures.
- Work to resolve problems and determine appropriate action including for staff the position supervises and escalate issues appropriately.
- Ability to use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work, and resolve problems of a moderately complex or technical nature that may not have been faced previously using procedures, guidelines, professional and technical knowledge, requiring creativity and originality.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the operation of equipment and plant relevant to building construction and maintenance.
- Ability to read and understand plans and works program.
- Ability to work independently.
- Knowledge of building construction practices and procedures.
- The ability to coordinate and direct a variety of tradespeople and contractors in differing work areas concurrently.
- A demonstrated ability to operate with a high degree of flexibility in an environment with demanding workloads and time constraints.
- Necessary and adequate negotiation and conflict resolution skills.
- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks for self and any staff the position supervises.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Identify and arrange instruction and training to any staff the position supervisors to ensure they understand and are able to meet their position requirements.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk, compliance and quality assurance and report issues that do not meet organisational and legal requirements.
- Take care of own safety and wellbeing and that of other staff, and ensure that OHS procedures are followed including by any staff the position supervises.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively and that of staff the position supervises, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform

and use any personal protective equipment prescribed for the position and particular work duties.

- Ability to manage own time, set priorities and plan and organise own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team, with the ability to gain cooperation from others including any staff the position supervisors.
- Maintain confidentiality as required.
- Document work and work instructions according to established practices.
- Develop effective working relationships and communicate effectively with other employees and external stakeholders including clients and members of the public.
- Provide accurate advice (oral and written) and quality service in the areas of responsibility of the position.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and with other employees outside work unit to resolve intra-organisational problems.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Trade Certificate in building construction and or extensive experience in construction programming and management.
- Experience in the supervision and administration of contracts for the provision of goods and services.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Relevant qualifications in building construction or an equivalent combination of experience, education and training.
2. Demonstrated experience in supervision of building construction projects.
3. Proven ability to follow instructions and work according to established processes.
4. Ability to provide good customer service and ensure the quality of work outputs.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.		

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus

<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none">• Understands council vision and purpose and how their role fits in• Is willing to adapt to changing processes, systems, technology and environments• Looks for improvements and better ways of doing things• Seeks support and clarification when required
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People Development

<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none">• Displays council values• Reflects upon own performance• Seeks and acts upon feedback• Sets goals for personal and professional development• Finds ways to learn and improve in the completion of day-to-day tasks• Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing

<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none">• Demonstrates effective time management and prioritising of tasks• Is aware of, controls and expresses their own emotions appropriately• Recognises when support is needed• Accepts responsibility for their own actions and outcomes• Is aware of the importance of self-care
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Safety and Risk Management

<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none">• Remains vigilant in ensuring a safe working environment for self and others• Is aware of risk and takes action to prevent problems• Reports hazards, incidents (including near misses) and compliance concerns in a timely way• Understands the importance of honesty and transparency• Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets• Complies with policies and procedures
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ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Building Construction Supervisor	To assist in the effective and efficient operation of council's Projects & Design Team, with the provision of building construction supervision for asset renewal and building construction projects including investigations, development, approval and supervision, project management and associated works to achieve the objectives of the Council's Corporate Plan.	<ul style="list-style-type: none"> • Capacity for sustained sitting • Capacity for sustained standing • Capacity to stand and walk frequently throughout the day • Capacity to reach between ground and head height frequently • Capacity to work above head height • Capacity to walk on uneven ground • Capacity to climb up/down ladders and stairs • Capacity to lift up to 20kg from ground to overhead • Capacity to push/pull safely loaded trolleys and wheelbarrows • Capacity to squat, kneel and crawl frequently • Strong grip, dexterity, and fine manipulation • Phone use • Computer use and relevant IT programs • Good communication and organisational skills • Ability to work with initiative in a team environment • Ability to liaise with staff members and contractors in a cooperative manner • Ability to give instructions and manage a large team 	Sitting		X		
			Standing			X	
			Walking			X	
			Lifting up to 20kgs			X	
			Push/pull			X	
			Climbing			X	
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling			X	
			Reaching				X
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions				X
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Supervision of others				X
			Interaction with others				X
Exposure to confrontation				X			
Respond to change				X			
Prioritisation				X			